[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Hazard identification form

Anyone can raise a hazard with this form - no jargon, no delay.

Reference	[HZ-0001]
Date raised	[Date]
Raised by	[Name - can be anonymous]
Location	[Where]

The hazard

[What is the hazard? Describe it plainly.]

Who could be harmed and how

[Who is at risk and what could happen to them.]

Suggested fix

[What would remove or reduce the hazard?]

Management response

Risk level	[Low / Medium / High]
Action agreed	[Action]
Owner	[Name]
Target date	[Date]
Completed	[Date]

Sign-off

Raised by	Manager	Date